

Minutes
Baraboo District Ambulance Service
Finance/Personnel Ad Hoc Committee
Baraboo Fire & EMS Station
135 4th Street, Baraboo, WI
Wednesday, September 28, 2022 at 6:30pm

Members Present: Robin Meier (Chair), Scott Sloan, Tim Stone

Others Present: Joel Petty, Caleb Johnson, Megan Marshall

1. **Call to Order:** Finance/Personnel AD HOC Committee meeting was called to order by Robin Meier on July 27, 2022, at 6:30p.m., noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Tim Stone, seconded by Scott Sloan to adopt agenda. Motion carried unanimously.
3. **Approve of Previous Minutes:** Motion by Scott Sloan, seconded by Robin Meier to approve previous minutes from September 6, 2022. Motion carried unanimously.
4. **Public Comments:** Robin Meier reported no public comments were received.

New Business

Discussion and possible action regarding the following items:

1. Approve check details and online payments for August 16, 2022 – September 15, 2022 in the amount of \$250,372.30. Motion by Scott Sloan, seconded by Tim Stone to forward to Commission with a positive recommendation for approval. Voice vote, motion carried unanimously.
2. No write off of patient accounts, per AMB recommendation.
3. 2022 Audit and Related Fees. Motion by Scott Sloan, seconded by Tim Stone to forward to Commission with a recommendation to stay with Baker Tilly for the 2022 Audit. Voice vote, motion carried unanimously.
4. Approve transfer of funds in the amount of \$2,179.65 from LGIP Accounts to Community First Money Market General account, for eligible FAP expenses. (Johnson) Motion by Scott Sloan, seconded by Tim Stone to forward to Commission with a positive recommendation for approval. Voice vote, motion carried unanimously.
5. Simulation Manikin Purchase Proposal Motion by Tim Stone, seconded by Scott Sloan to forward to Commission with a positive recommendation for approval. Voice vote, motion carried unanimously.
6. 2022 Rate Analysis prepared by AMB, Proposed Rate Increases. No action / recommendation.
7. Proposed revision to BDAS Employee Handbook, regarding Paid Time Off Benefits and Recognized Holidays. No action, will share discussion at full commission level.
8. Proposed 2023 Operating Budget Tabled / will wait to discuss at full commission level.
9. Proposed 2023 Capital Budget Tabled / will wait to discuss at full commission level.

Additional Comments & Future Agenda Items

- Next Meeting Date: October 26, 2022

Adjournment - Motion by Scott Sloan, seconded by Tim Stone to adjourn. Voice vote, motion carried unanimously.

Respectfully submitted, Megan Marshall, Administrative Assistant

Approved: October 26, 2022